

SECRET

NOV 18 1955

MEMORANDUM FOR: Executive Officer, Office of Communications

SUBJECT: Survey Report - Forms and Procedures for the Preparation of Dispatches

1. Attached for your approval is a report proposing the Agency-wide use of improved dispatch forms in preassembled carbon interleaved sets similar to those recommended by your staff. Also attached is my memorandum transmitting a copy of the report to the Executive Officer, DD/P.

2. The proposed set will meet all your requirements for a specialized assembly of dispatch forms, with one exception. A pink pouch record copy will not be included in the set since such a copy is not needed by other components of the Agency. However, this copy can be efficiently provided for by inserting a sheet of Letterex into the set.

3. The recommendations of your staff were greatly appreciated during our study. I also appreciate your patience with the delay in completing the study, necessitated by the additional time it took to develop a more efficient dispatch form which could be used throughout the Agency rather than in just your Office.

/S/

Chief, Management Staff

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ATTACHMENTS:

1. C/MgtS Memorandum to EXO/DD/P
2. Subject Report

Distribution:

Orig. and 1 - Addressee  
2 - C/MgtS  
1 - MgtS/RMS ✓

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MgtS/RMS:

:JLM (16 Nov 55)

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